

GOVERNMENT OF TELANGANA

ABSTRACT

Dept. for WCD&SC- Guidelines/ Roles and Responsibilities to Anganwadi workers and Anganwadi Helpers payment of honorarium, leave entitlement, disciplinary proceedings-Orders Issued

DEPT. FOR WOMEN CHILDREN DISABLED & SR. CITIZENS (SCHEMES)

G.O.MS.No. 14.

Date:-23-05-2015

Read

From the Director, WD & CW, Lr.No.808/ICDS-3/2015,
Dt:07.04.2015.

ORDER:-

In the reference cited, the Director, Women Development & Child Welfare Department has requested to frame the guidelines and Roles and Responsibilities to Anganwadi workers and Anganwadi Helpers payment of honorarium, leave entitlement, disciplinary proceedings.

2. After careful examination of the proposal of the Director, WD & CW Department Women Development & Child Welfare Department, the Government hereby framed the guidelines as follows:-

1. Roles and Responsibilities of Anganwadi Workers and Helpers:

The service of ICDS like the Supplementary Nutrition Programme, Growth Monitoring, Pre-School Education and Health and Nutrition Services and Education to Women and Children happen through the Anganwadi Centers in the State. In recent days the activities have increased as instead of giving Take Home Ration to the pregnant & Lactating women, one cooked full meal is being provided to them under Arogya Lakshmi Programme at the center itself along with administration of IFA tablets. In addition to it, Pre-School along with nutrition programme is being run for the children in the age group between 3-6 years, rests to a large extent on her ability and capacity to perform her role and responsibilities effectively. Hence, it is very essential to re-define the role of Anganwadi Workers and Anganwadi Helper for delivering the above services effectively.

A. Role of Anganwadi Worker:- The Anganwadi Worker shall perform the following functions.

1. The center should run from 9:00 A.m to 4:00 P.M every day.
2. Issue of Ration (Eggs, Rice, Dal, Oil, Vegetables, condiments and Milk) for Pregnant & Lactating Women and Pre-School children as per average attendance of previous three days to Helper.
3. Boiled Egg should be served at 10:00 A.M to the Pre School Children.

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::2::

4. Conducting Pre School Education to children between 3-6 years as per preschool time table using Pre-School Kit, providing a joyful learning environment for the children and assessing development and learning abilities using the ECCE card.
5. Organizing Supplementary Nutrition feeding for 3-6 years children, hot cooked meal for Pregnant & Lactating mothers as per the prescribed menu.
6. Follow Food safety and hygiene at AWCs strictly.
7. Ensure prescribed feeding every two hours for Severely Acute Malnourished & Moderately Acute Malnourished children.
8. Undertake Growth monitoring: Weighing all children 0-3 years (monthly) and identification of growth faltering in children will be a crucial activity.
9. Conducting Special Days:
 - a) NHD-I- Distribution of Take Home Ration (Bala Amrutham +8 eggs) and Growth monitoring.
 - b) NHD-II- Involving ANM/ASHA facilitating immunization, ANC and PNC, micronutrient supplementation, de-worming, referral etc., conducting monthly Health Nutrition and Sanitation Education.
10. Maintaining Mother Child protection card (MCPC) and individual growth charts to track the growth trajectory of every child.
- 11 Providing special care to children who are underweight, identifying severely & moderately acute malnourished children and referring them to PHC for medical check up.
- 12 Following up children rehabilitated at NRCs.
- 13 Undertaking home visit for one or every day between 4-5 PM, especially to reach out to the children under 3 years, high-risk pregnancies and Lactating mothers etc., and also providing counseling to pregnant women and initiation of breastfeeding, exclusive breastfeeding for 6 months and introduction of complementary feeding after 6 months to Lactating women.
- 14 Providing home- based guidance on early stimulation and development to monitor developmental milestones of each child.
- 15 Identifying children with any visible disability or developmental delays and referring children for Child Health Screening and Early Intervention Services.
- 16 Participation in Village Level Meeting of VHSNC, etc.,
- 17 Creating Linkages with other sectors specially health, Panchayat, Education, Drinking water and sanitation etc., for improved health and malnutrition status of the people in the village.
- 18 Eliciting community support and participation in delivery of services.

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- 19 Coordination and facilitation of programmes delivered from the ICDS platform like SABLA, KSY, IGMSY, WIFs, RSBK etc.,
- 20 Convening the Anganwadi Level Monitoring and Support Committee (ALMSC) every month as and when required and report progress to the next higher level.
- 21 Maintaining Records and Registers pertaining to services, SNP components, beneficiary details, deaths and births of mothers and children and updating every month. Preparing Monthly progress Report in prescribed formats.
- 22 Organizing ECCE Day at the AWCs.
- 23 Getting Pre-School Certificate issued by CDPO to the children joining in primary school and maintaining a Register for tracking such children.
- 24 Conducting Annual Household Survey once a year and updating quarterly.
- 25 Any other responsibility assigned by the Govt. from time to time.

B. Role of Anganwadi Helper:

1. Maintenance of Anganwadi Centers- cleaning the premises daily and arranging for clean drinking water.
2. Cooking and serving of food to the children and pregnant and lactating women.
3. Maintenance of hygiene at the Centre.
4. Collecting and bringing small children to the Centre and ensuring cleanliness of small children.
5. Proper and safe storage of commodities at the Centre.
6. Assisting Anganwadi Workers in discharge of her duties.
7. Any other responsibility assigned by the Govt. from time to time.

2. Payment of honorarium:

The honorarium will be directly credited into the saving Bank Accounts of the Anganwadi Workers and Helpers every month based on the work done reports received from the Supervisors and CDPOs.

3. Leave Entitlement:

- a. The Anganwadi Workers and Helpers are entitled to 12 Casual Leaves per year.
- b. As per Govt. of India F.No.1-3/2010-CD-I, dated:9th July, 2010, paid absence on maternity would be provided for a period of 180 days and may cover any period beginning from the 8th month of the pregnancy. Paid absence on maternity would be admissible for a maximum of 2 occasions with less than 2 surviving children.

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::4::

- c. Paid absence on abortion/miscarriage would be admissible to such Workers/Helpers who have completed at least 1 year of service as such worker.
- d. Paid absence on maternity/abortion/miscarriage would be admissible to such workers/Helpers who have completed at least 1 year of service as such a workers.
- e. Entitled for first 15 days holidays in the month of May for the AWWs & 2nd 15 days holidays in the month of May for the AWHs.

4. Other Terms and Conditions:

Disciplinary Proceedings

Anganwadi Workers

Sl. No.	Lapse	Disciplinary Action
1.	Discrepancy/diversion/Misuse of food stocks(Physical & Book Balance)	Immediate termination of service.
2.	Unauthorized absence in the AWC during the duty hours and not opening the centre between 9:00 A.M to 4:30 P.M	Issue of 2 Memos and subsequent termination of service on non-compliance.
3.	Not ensured attendance of 90% of the enrolled children between 3-6 years.	Issue of 3 memos and subsequent termination of service on non- compliance
4.	No regular updating of Registers	Issue of 3 Memos and subsequent termination of service on non-compliance
5.	No Growth monitoring and non-updating of growth chart.	Immediate termination of service.
6.	Un-authorized absence for 15 days	Issue of 3 Memos and subsequent 5% cut in salary on non-compliance. Termination of services after such cut is effected for 2 months.
7.	Not attending regular sector and project meetings.	Issue of 3 Memos and subsequent 5% cut in salary on non-compliance. Termination of service after such cuts is effected for 2 months.
8.	Not conducted home visits for at least 15 days in a month.	Issue of 2 Memos and subsequent 10% cut in salary. Termination of service after such cuts is effected for 2 months.
9.	Special attention not paid to the SAM/MAM children	Issue of 2 Memos and subsequent 10% cut in salary. Termination of service after such cut is effected for 2 months.
10.	Not followed food safety and hygienic	Issue of 1 Memo and subsequent termination of service.

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Anganwadi Helpers:

1.	Not Kept the AWCs & surroundings clean and not maintained toilets.	Issue of 2 Memos and subsequent 5% cut in salary on non-compliance. Termination of service after such cuts is effected for 2 months.
2.	Commodities are not stored properly.	Issue of 2 Memos and subsequent 5% cut in salary on non-compliance. Termination of service after such cuts is effected for 2 months.
3.	Unauthorized absence during the duty hours and not opening the centre between 9:00 A.M to 4:30 P.M	Issue of 2 Memos and subsequent. Termination of service after such cuts is effected for 2 months.
4.	Unauthorized absence for 15 days.	Immediate termination of service.
5.	Not followed food safety and hygiene	Issue of 1 Memo and subsequent termination of service.

3. In addition to the above provisions and regulations all other existing G.O and circulars that are issued from time to time will continue to support the spirit in which these regulations and provision are framed.

4. The Director, WD & CW is requested to take necessary action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

M. DANA KISHORE
SECRETARY TO GOVERNMENT (F.A.C)

To
The Director, WD & CW Dept., Hyderabad.
All the Regional Joint Directors/Project Directors
The Pay and Accounts Officer, Hyderabad
The Account General, T.S, Hyderabad (Through Dir. WD & CW Dept. Hyd).

Copy to:-

The PS to Min(Dept. for WCD&SC)
The PS to Prl.Secy. to Govt. Dept. for WCD&SC
The Fin(EBS-III) Dept.
SF/SCs.

// FORWARDED:: BY ORDER//

SECTION OFFICER